

Invitation to Bid

City of Milwaukee

CITY OF MILWAUKEE
200 E WELLS STREET
MILWAUKEE WI 53202
United States

CIMIL

Vendor: 0001030455
WEBPAGE DOWNLOAD
[http://www.milwaukee.gov/citygov/](http://www.milwaukee.gov/citygov/doa/sp/sp.shtml)
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MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000001851	09/06/2006	Janine Wilant	1
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	09/06/2006 10:00 AM	10/03/2006 02:00 PM	

Ship To: MILW WTR WORKS-ADMIN 641ADMIN
MUNICIPAL BLDG., ROOM 409
841 NORTH BROADWAY
MILWAUKEE WI 53202
United States

Bill To: MILW WTR WORKS-ADMIN 641ADMIN
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Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
1		VSC-INTEGRATED WATER RESOURCES MANAGEMENT & INFRASTRUCTURE REVIEW GROUP			1.0000	VEN	04/30/2007

Freight Terms: DEST

Ship Via: NOT APPL

REQUEST FOR PROPOSAL (HEREINAFTER RFP) TO OBTAIN A VENDOR SERVICE CONTRACT FOR AN INTEGRATED WATER RESOURCES MANAGEMENT AND INFRASTRUCTURE REVIEW GROUP. TO BE IN ACCORDANCE WITH THE SCOPE OF SERVICES FOR RFP 1851 DATED SEPTEMBER 6, 2006.

THE DEADLINE FOR SUBMITTING QUESTIONS REGARDING RFP 1851 IS NO LATER THAN 5:00 PM-CST ON FRIDAY SEPTEMBER 15, 2006. QUESTIONS, IF ANY, MUST BE WRITTEN AND SUBMITTED TO THE PURCHASING AGENT, JANINE WILANT VIA EMAIL (PREFERRED) AT JWILAN@MILWAUKEE.GOV OR BY FAX TO 414-286-5976. ANSWERS TO QUESTIONS RAISED WILL BE POSTED TO THE PROCUREMENT SERVICES SECTION WEB PAGE IN THE FORM OF AN ADDENDUM TO THIS RFP ANTICIPATED TO BE BY FRIDAY SEPTEMBER 22, 2006.

*****QUESTIONS RAISED/RECEIVED AFTER SEPTEMBER 15, 2006 WILL NOT BE CONSIDERED.*****

*****AWARD WILL BE MADE TO THE HIGHEST RANKED PROPOSER BASED ON THE FOLLOWING EVALUATION CRITERIA:

- 15 POINTS QUALIFICATIONS AND EXPERIENCE OF THE FIRM.
- 45 POINTS QUALIFICATIONS AND EXPERIENCE OF THE TEAM.
- 10 POINTS PROPOSER'S COST
- 10 POINTS EMERGING BUSINESS ENTERPRISE PARTICIPATION
- 20 POINTS TIMELINESS OF PROJECT COMPLETION

*****NOTE: ALL DOCUMENTATION PERTAINING TO PROPOSER'S COST MUST BE SUBMITTED IN A SINGLE, SEPARATE CLEARLY MARKED, SEALED ENVELOPE. EIGHT COPIES ARE REQUIRED, CONSISTING OF ONE ORIGINAL AND SEVEN COPIES AND ONE ELECTRONIC COPY ON CD ROM OR DISK OF YOUR PROPOSAL, INCLUDING A DETAILED BUDGET BREAKDOWN OF THE ALL INCLUSIVE TOTAL COST AND A MILESTONE PAYMENT SCHEDULE. THE PROPOSER'S COST SHOULD NOT BE INCLUDED IN THE BINDER BOUND PROPOSALS SUBMITTED!*****

PROPOSER'S CONTACT PERSON: _____

PROPOSER'S CONTACT PERSON'S TELEPHONE NUMBER: _____

PROPOSER'S CONTACT PERSON'S CELL PHONE NUMBER: _____

PROPOSER'S CONTACT PERSON'S EMAIL ADDRESS: _____

*****INSURANCE REQUIREMENTS:

ONLY THE AWARDED PROPOSER(S) MUST SUBMIT AN ORIGINAL COPY OF THEIR INSURANCE CERTIFICATE AND ORIGINAL INSURANCE AFFIDAVIT OF NO-INTEREST FORM, WHICH MEETS THE CITY'S INSURANCE REQUIREMENTS TO THE DOA, PROCUREMENT SERVICES SECTION WITHIN 14 CALENDAR DAYS OF RECEIVING NOTIFICATION OF AN AWARD. THE AWARDED PROPOSER(S) MUST MAINTAIN FOR THE DURATION OF THE CONTRACT INSURANCE AGAINST CLAIMS FOR INJURIES TO PERSONS OR DAMAGES TO PROPERTY, WHICH MAY ARISE FROM OR IN CONNECTION WITH THE PERFORMANCE OF THE CONTRACT BY THE PROPOSER, HIS AGENTS, REPRESENTATIVES OR EMPLOYEES. THE INSURANCE CERTIFICATE DOCUMENTATION IS TO BE IN FULL COMPLIANCE WITH THE REQUIREMENTS ISSUED WITH THIS REQUEST FOR PROPOSAL. FAILURE TO DO SO CAN MAKE THIS AWARD VOID AT THE CITY'S DISCRETION. SAID INSURANCE MUST BE APPROVED BY THE OFFICE OF THE CITY ATTORNEY PRIOR TO THE COMMENCEMENT OF ANY WORK.

THE INSURANCE CERTIFICATE SUBMITTED MUST BE ISSUED BY COMPANIES LISTED TO DO BUSINESS IN THE STATE OF WISCONSIN OR

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		SIGNED BY AN AGENT LICENSED BY THE STATE OF WISCONSIN. THE CITY OF MILWAUKEE WILL BE NAMED AS AN ADDITIONAL INSURED WITH RESPECT TO LIABILITY COVERAGE.					

AN ORIGINAL, COMPLETED AND NOTARIZED INSURANCE AFFIDAVIT OF NO INTEREST FORM MUST ACCOMPANY THE INSURANCE CERTIFICATE. THE SAME AGENT WHO SIGNS THE INSURANCE CERTIFICATE MUST SIGN SAID AFFIDAVIT.

FOR INFORMATION PURPOSES, PLEASE READ THE POSTED "INSURANCE REQUIREMENTS" - ATTACHMENT 1.

*****LIVING WAGE REQUIREMENT:

POTENTIAL PROPOSERS SHOULD NOTE THAT THE CITY'S LIVING WAGE PROVISION APPLIES TO THIS PROCUREMENT. THIS REQUIRES THAT ALL INDIVIDUALS WHO WORK ON THIS CONTRACT BE PAID A MINIMUM OF \$7.98 PER HOUR. PROPOSERS MUST COMPLETE AND SUBMIT WITH THEIR PROPOSAL THE "AFFIDAVIT OF COMPLIANCE-LIVING WAGE PROVISION" FORM. PLEASE NOTE THAT THIS INFORMATION IS MATERIAL TO THE RFP. FAILURE TO SUBMIT THIS INFORMATION WITH YOUR PROPOSAL WILL RESULT IN YOUR PROPOSAL BEING REJECTED.

DOWNLOAD THE "LIVING WAGE REQUIREMENTS" - ATTACHMENT 2.

*****EMERGING BUSINESS ENTERPRISE PARTICIPATION:

THOUGH THIS PROPOSAL DOES NOT HAVE A SPECIFIC PERCENT OF MANDATORY EBE PARTICIPATION, THE CITY STRONGLY ENCOURAGES THE USE BY THE PROPOSER OF CERTIFIED EMERGING BUSINESS ENTERPRISE FIRMS FOR ANY SUPPLEMENTARY SERVICES ATTENDANT TO THE GOODS OR SERVICES PROVIDED HEREUNDER. USE OF EMERGING BUSINESS ENTERPRISE FIRMS WHENEVER POSSIBLE THROUGHOUT THE COURSE OF THIS ENGAGEMENT FOR SUCH SUPPLEMENTARY SERVICES IS STRONGLY ENCOURAGED BY THE CITY BUT IS NOT A REQUIREMENT FOR SUBMITTING A PROPOSAL. BY UTILIZING AN EBE FIRM(S) YOU MAY BE AWARDED UP TO 10 ADDITIONAL POINTS. FURTHER EBE INFORMATION CAN BE OBTAINED FROM THE OFFICE OF THE EMERGING BUSINESS ENTERPRISE PROGRAM (EBEP), ROOM 601, 200 EAST WELLS STREET, MILWAUKEE, WISCONSIN 53202, PHONE (414) 286-5552.

DOWNLOAD THE "EBE REQUIREMENTS" AND REQUIRED FORMS A. AND B. -- ATTACHMENT 3.

*****SLAVERY DISCLOSURE AFFIDAVIT:

EFFECTIVE DECEMBER 28, 2005, THE CITY OF MILWAUKEE ADOPTED AN ORDINANCE RELATIVE TO THE DISCLOSURE OF PARTICIPATION IN OR PROFITS DERIVED FROM SLAVERY BY CONTRACTORS. ALL CONTRACTORS AWARDED A CONTRACT ON BEHALF OF THE CITY OF MILWAUKEE, WHETHER OR NOT SUBJECT TO A COMPETITIVE BID, SHALL COMPLETE AN AFFIDAVIT PRIOR TO ENTERING INTO THE CONTRACT VERIFYING THAT THE CONTRACTOR HAS SEARCHED ANY AND ALL RECORDS OF THE COMPANY OR ANY PREDECESSOR COMPANY REGARDING RECORDS OF INVESTMENTS OR PROFITS FROM SLAVERY OR SLAVEHOLDER INSURANCE POLICIES DURING THE SLAVERY ERA. THE NAMES OF ANY ENSLAVED PERSONS OR SLAVEHOLDERS DESCRIBED IN THOSE RECORDS MUST BE DISCLOSED IN THE AFFIDAVIT.

THE CITY SHALL MAKE THE INFORMATION CONTAINED IN THE AFFIDAVIT AVAILABLE TO THE PUBLIC. ANY CONTRACT BETWEEN THE CITY AND A CONTRACTOR WHICH FAILS TO PROVIDE THE REQUISITE AFFIDAVIT OR WHICH INCLUDES MATERIAL FALSE INFORMATION ON SUCH AFFIDAVIT SHALL BE RENDERED NULL AND VOID. TO REFERENCE MILWAUKEE CODE OF ORDINANCES 310-14, PLEASE SEE:

<http://CC-CODENEW.MILWAUKEE.GOV/CODE/VOLUME3/CH310.PDF>

*****SIGNATURES REQUIRED:

--IT IS NECESSARY FOR YOU TO COMPLETE AND SUBMIT ALL OF THE PAGES OF THE INVITATION TO BID (RFP) FORM WITH YOUR PROPOSAL AND TO SIGN THE FIRST PAGE OF THE INVITATION TO BID (RFP) FORM.
--TO COMPLETE THE LEFT-HAND SIDE OF THE "BINDING SIGNATURES FOR RFP AND CONTRACT" PAGE. THE "BINDING SIGNATURE FOR RFP AND CONTRACT" PAGE SHALL BEAR THE ORIGINAL SIGNATURE OF AN OFFICER OF THE PROPOSER'S COMPANY WHO HAS THE AUTHORITY TO BIND THE COMPANY.
--TO SIGN THE COST PROPOSAL PAGE.

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		--ALL ADDENDUM'S THAT MAY BE ISSUED MUST BEAR A SIGNATURE.					
		--THE PROPOSAL COVER SHEET MUST BE SIGNED.					
		--TO COMPLETE , SIGN AND HAVE NOTARIZED THE LIVING WAGE-AFFIDAVIT OF COMPLIANCE FORM.					
		--TO COMPLETE, AND OBTAIN REQUIRED SIGNATURES ON EBE FORMS A. AND B. IF PARTNERING WITH CERTIFIED EBE FIRM(S). EBE FORM B. MUST BE NOTARIZED AT THE TIME THE PROPOSAL IS SUBMITTED.					
		--THE DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION FORM MUST BE COMPLETED AND SIGNED.					

***TERMS AND CONDITIONS:

BY SIGNING AND SUBMITTING THIS INVITATION TO BID (RFP) FORM, THE BINDING SIGNATURE PAGE, THE AFFIDAVIT OF COMPLIANCE - LIVING WAGE PROVISION, AND THE EBE FORMS A. AND B., THE PROPOSER HEREBY AGREES TO ALL OF THE CITY OF MILWAUKEE TERMS AND CONDITIONS FOR THE FOLLOWING DOCUMENTS:

1. THE CITY OF MILWAUKEE STANDARD TERMS AND CONDITIONS FOR REQUESTS FOR PROPOSAL FOUND IN THE BID INFORMATION SECTION OF THE PROCUREMENT SERVICES SECTION'S WEBPAGE.
2. THE CITY OF MILWAUKEE STANDARD CONTRACT FOR SERVICES DOCUMENT DATED 9-2-04 FOUND IN THE FORMS SECTION OF THE PROCUREMENT SERVICES SECTION'S WEBPAGE. THE STANDARD CONTRACT FOR SERVICES DOES NOT HAVE TO BE SIGNED AND SUBMITTED WITH THE PROPOSAL SUBMISSION.
3. CITY OF MILWAUKEE INSURANCE REQUIREMENTS FOUND IN THE FORMS SECTION OF THE PROCUREMENT SERVICES SECTION'S WEBPAGE.
4. CITY OF MILWAUKEE LIVING WAGE FORMS FOUND IN THE FORMS SECTION OF THE PROCUREMENT SERVICES SECTION'S WEBPAGE.
5. CITY OF MILWAUKEE EBE REQUIREMENTS POSTED WITH RFP 1851CONSISTING OF:
 - EBE COVER LETTER
 - EBE PROVISIONS
 - EBE FORM A.
 - EBE FORM B.
 - EBE FORM D.
 - EBE FORM E.
6. CITY OF MILWAUKEE SLAVERY DISCLOSURE AFFIDAVIT FOUND IN THE FORMS SECTION OF THE PROCUREMENT SERVICES SECTION'S WEBPAGE.

THESE FORMS AND ALL OTHER IDENTIFIED FORMS ARE HEREIN REFERENCED AND INCORPORATED AS PART OF ANY CONTRACT THAT IS AWARDED AS PART OF THIS INVITATION TO BID (RFP).

THESE DOCUMENTS CAN BE FOUND BY ACCESSING THE CITY'S WEB SITE AT <http://www.city.milwaukee.gov>. CLICK THE "DEPARTMENTS" LINK, SCROLL DOWN AND CLICK THE "PROCUREMENT SERVICES (PURCHASING)" LINK UNDER THE "BUSINESS AND DEVELOPMENT CATEGORY". CLICK THE "BIDDER'S INFORMATION" LINK FOR THESE DOCUMENTS. IF YOU CANNOT OBTAIN ANY OF THE DOCUMENTS REFERENCED IN THIS INVITATION TO BID (RFP) OFF THE INTERNET, YOU MAY OBTAIN COPIES BY CALLING OUR OFFICE AT 414-286-3501.

*****PAYMENT TERMS:

THE CITY STRIVES TO MAKE TIMELY PAYMENT ON ALL INVOICES. PAYMENT TO THE VENDOR WILL BE DEEMED TIMELY IF THE PAYMENT IS MAILED, DELIVERED, OR TRANSFERRED WITHIN 60 CALENDAR DAYS AFTER RECEIPT OF A PROPERLY COMPLETED INVOICE OR RECEIPT AND ACCEPTANCE OF THE PROPERTY OR SERVICE UNDER THE ORDER OR CONTRACT, WHICHEVER IS LATER. IF THE CITY DOES NOT MAKE PAYMENT BY THE 60TH CALENDAR DAY, THE CITY SHALL PAY SIMPLE INTEREST BEGINNING WITH THE 31ST CALENDAR DAY AT THE RATE OF ONE PERCENT PER MONTH (UNLESS THE CITY DISPUTES THE AMOUNT OF THE INVOICE). REFERENCE COMMON COUNCIL FILE NO. 900859 ADOPTED OCTOBER 16, 1990, PROVISIONS OF STATE STATUTE 66.285 AND 66.286.

PROPOSERS ARE REQUESTED TO STATE THEIR BEST CASH DISCOUNT ON THE LINE BELOW FOR PAYMENT MADE WITHIN THIRTY (30)

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		DAYS FOLLOWING RECEIPT AND ACCEPTANCE OF THIS SERVICE. CASH DISCOUNTS OFFERED BY THE PROPOSERS, ONLY IF PAYMENT TERMS ARE THIRTY (30) DAYS OR MORE, MAY BE CONSIDERED IN DETERMINING THE COST OF YOUR PROPOSAL. HOWEVER, IF THE PROPOSER WHO IS AWARDED THIS CONTRACT HAS QUOTED A MORE FAVORABLE DISCOUNT FOR EARLIER PAYMENT, AND THE CITY PAYS WITHIN THAT EARLIER TIMEFRAME, THE PROPOSER WILL BE HELD TO THAT QUOTED DISCOUNT.					
						%	DAYS

*****SUBMISSION OF PROPOSALS

SEALED PROPOSALS, THE ORIGINAL AND THE SPECIFIED REQUIRED NUMBER OF COPIES, FOR FURNISHING SERVICES, WORK, MATERIAL, LABOR, OR MATERIAL AND LABOR COMBINED AS SPECIFIED ABOVE WILL BE RECEIVED IN THE OFFICE OF THE:
DOA-BOD, PROCUREMENT SERVICES SECTION
CITY HALL, ROOM 601
200 E. WELLS STREET
MILWAUKEE, WISCONSIN 53202

NO LATER THAN 2:00 P.M.-CST OF THE CLOSING DATE SPECIFIED IN THE UPPER RIGHT-HAND CORNER OF PAGE ONE OF THIS INVITATION TO BID (RFP). YOUR ENVELOPE/BOX/CARTON MUST BE PLAINLY MARKED IN THE LOWER LEFT-HAND CORNER AS FOLLOWS:

RFP #: 1851

RFP DESCRIPTION: VSC-INTEGRATED WATER RESOURCES MANAGEMENT

CLOSING DATE AND TIME: TUESDAY, OCTOBER 3, 2006 AT 2:00 PM-CST

ANY PROPOSAL RECEIVED IN AN ENVELOPE/BOX/CARTON NOT PROPERLY AND CLEARLY MARKED AS SPECIFIED ABOVE WILL RESULT IN THE PROPOSAL BEING REJECTED. EIGHT COPIES OF YOUR PROPOSAL MUST BE SUBMITTED (ONE ORIGINAL AND SEVEN COPIES) OR YOUR PROPOSAL WILL BE REJECTED. YOUR PROPOSAL MUST BE SIGNED (MANUALLY) TO BE CONSIDERED. PROPOSALS RECEIVED AFTER THE DATE AND TIME SPECIFIED ABOVE WILL BE REJECTED AND RETURNED AT THE PROPOSERS EXPENSE.

NOTE: ALL PROPOSALS, THE ORIGINAL AND REQUIRED NUMBER OF COPIES SPECIFIED ABOVE, MUST BE TIME STAMPED IN ROOM 601, CITY HALL, BY 2:00 P.M.-CST ON THE SPECIFIED CLOSING DATE. PROPOSAL OPENING WILL BE IN ROOM 301C OF CITY HALL AT 2:30 P.M.-CST. THE NAMES OF FIRMS SUBMITTING PROPOSALS WILL BE PUBLICLY READ AND WILL BE THE ONLY INFORMATION AVAILABLE AT THAT TIME.

PROPOSALS WILL BE MADE AVAILABLE FOR REVIEW ONLY AFTER ALL INTERVIEWS HAVE BEEN CONDUCTED AND A CONTRACT HAS BEEN FULLY EXECUTED.

IMPORTANT!

YOUR PROPOSAL IS AN OFFER TO PERFORM OR SUPPLY THE SERVICE OR MATERIALS DESCRIBED ABOVE IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH IN THE RFP, THE STANDARD TERMS AND CONDITIONS, AND THE CITY OF MILWAUKEE CONTRACT.

YOUR PROPOSAL MUST MEET THE PLAN(S) OR SCOPE OF SERVICES SET FORTH HEREIN. PROPOSALS MUST BE SUBMITTED ON THE FORMS PROVIDED WITH ATTACHMENTS AS APPLICABLE.

PERFORMANCE BOND REQUIRED: \$ N/A (UPON AWARD OF CONTRACT)

*****DOCUMENTS PERTAINING TO RFP 1851:

- 1) REQUEST FOR PROPOSAL-INVITATION TO BID FORM INCLUDING BINDING SIGNATURE PAGE
- 2) SCOPE OF SERVICES - VENDOR SERVICE CONTRACT FOR AN INTEGRATED WATER RESOURCES MANAGEMENT AND INFRASTRUCTURE REVIEW GROUP, DATED SEPTEMBER 6, 2006
- 3) COST PROPOSAL PAGE
- 4) INSURANCE REQUIREMENT - ATTACHMENT 1.
- 5) LIVING WAGE REQUIREMENTS - ATTACHMENT 2.

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6)		EMERGING BUSINESS ENTERPRISE PARTICIPATION - ATTACHMENT 3.					
7)		DESIGNATION OF PROPRIETARY AND CONFIDENTIAL INFORMATION FORM					

*****PROVIDE SERVICES PROPOSED:

THE UNDERSIGNED PROPOSER, BY ITS AUTHORIZED PERSON SIGNING BELOW, PROPOSES TO FURNISH THE SERVICES, WORK, MATERIAL, LABOR, OR MATERIAL AND LABOR COMBINED DESCRIBED ABOVE AT THE PRICES NAMED ABOVE IN ACCORDANCE WITH THE PLANS AND THE TERMS AND CONDITIONS AS SET FORTH IN THE RFP, THE STANDARD TERMS AND CONDITIONS, THE CITY CONTRACT, AND IF ITS PROPOSAL IS ACCEPTED, THE PROPOSER AGREES TO ALL PROVISIONS SET FORTH HEREIN WILL BECOME BINDING AS PART OF A CONTRACT UPON THE FULFILLMENT OF ALL CONDITIONS PRECEDENT SET FORTH HEREIN. PROPOSER FURTHER ASSURES THAT, IF THE PROPOSER'S PERFORMANCE IS CONTINGENT UPON THE ACTS OF ANOTHER PARTY, THE PROPOSER HAS THE NECESSARY COMMITMENT TO COMPLETE THE CONTRACT.

*****PERFORMANCE OR DELIVERY:

TIME IS OF THE ESSENCE FOR ALL TERMS OF THE CONTRACT. PERFORMANCE OR DELIVERY IS AS SPECIFIED WITHIN THE RFP.

*****GUARANTEED PERFORMANCE OR DELIVERY:

FAILURE OF THE CONTRACTOR TO ADHERE TO THE PERFORMANCE OR DELIVERY SCHEDULE AS SPECIFIED, SHALL RENDER THE CONTRACTOR LIABLE FOR THE DIFFERENCE BETWEEN THE "OPEN MARKET" AND THE CONTRACT PRICE.

*****ACCEPTANCE OF TERMS:

IN SIGNING AND SUBMITTING THIS PROPOSAL, THE PROPOSER ASSURES THE CITY OF MILWAUKEE THAT THE INVITATION TO BID-REQUEST FOR PROPOSAL, THE PROPOSAL-SCOPE OF SERVICES, THE STANDARD TERMS AND CONDITIONS, AND THE CITY SERVICE CONTRACT HAVE BEEN READ AND UNDERSTOOD, AND THAT THE FURNISHING OF THE SUBJECT SERVICE WORK, MATERIAL, LABOR, OR MATERIAL AND LABOR COMBINED, IS UNDER PROPOSER CONTROL SUBJECT TO THE TERMS AND CONDITIONS OUTLINED IN THE ABOVE DOCUMENTS. IF THE PROPOSER'S PERFORMANCE IS CONTINGENT UPON THE ACTS OF ANOTHER PARTY, THE RESPONDER ASSURES THAT THEY HAVE THE NECESSARY COMMITMENTS TO COMPLETE THE CONTRACT WHICH MAY BE AWARDED TO THEM.

CONTRACTOR AGREES THAT THEY WILL COMPLY WITH ALL APPLICABLE REQUIREMENTS OF THE AMERICANS WITH DISABILITY ACT OF 1990, 42 U.S.C. 12101, ET SEQ.

*****IMPORTANT!

THIS INVITATION TO BID (RFP) FORM MUST BE SIGNED, IN ADDITION TO THE RFP RESPONSE. MANUAL SIGNATURES ONLY, NO FACSIMILIES.

PLEASE READ ALL INSTRUCTIONS CAREFULLY.

QUESTIONS, IF ANY, MUST BE SUBMITTED TO JANINE WILANT BY EMAIL (PREFERRED) AT JWILAN@MILWAUKEE.GOV, OR BY FAX TO 414-286-5976 BY 5:00 PM-CST ON FRIDAY SEPTEMBER 15, 2006.

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CITY OF MILWAUKEE
Department of Administration
Business Operations Division
Procurement Services Section

BINDING SIGNATURES FOR REQUEST FOR PROPOSAL AND CONTRACT

Upon award and acceptance of this proposal by the City of Milwaukee, the undersigned proposer, by its authorized persons signing below, agrees that all provisions set forth herein will become binding as a formal contract upon the fulfillment of all conditions precedent set forth herein.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

CONTRACTOR (To be signed by two persons authorized to legally bind your firm to this contract)

Bidder's Firm _____

Address _____

City/State _____ Zip _____

Telephone _____

Fax number _____

E-mail _____

Federal ID # _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

Witnesses: Two Witnesses to Bidder's Authorized Signature

BY: _____
(manual signature required)

NAME _____
(typed or printed)

BY: _____
(manual signature required)

NAME _____
(typed or printed)

This section must be fully completed and witnessed in order to process your proposal.

FOR OFFICIAL CITY USE ONLY

CITY OF MILWAUKEE, a municipal corporation

BY _____
City of Milwaukee Purchasing Director

DATE _____

Countersigned:

BY _____
City Comptroller

DATE _____